

# ECE Professional Resource Centre

## User Guide



LOGIN

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# About Strive

**Strive** is a collaborative group of Child Care & Early Years Practitioners who support learning and development in order to enhance quality practice.

Since 2014, Strive has been meeting to discuss and consider how to enhance a collaborative approach to quality child care and professional learning across all early years and child care programs. Our community is interested in a process that supports **reflection** and **sustainable evolution** rather than a prescribed method to measure.

## Vision

We are a community that works collaboratively to promote and build our professional capacity to provide high quality early years, school age, and family support programs and services.

## Purpose

To identify & establish linkages within the Child Care and Early Years community that support and build upon the expertise of Early Years Practitioners and enhance the quality of the services they provide.

## Objective

To provide continuous, accessible professional learning opportunities and resources for early years professionals as a means to learn through collaborative inquiry, and to reflect on practice.



@striveswo | [www.striveswo.ca](http://www.striveswo.ca)

# Part 1 | Introduction

**Thank you** for being a member of the ECE Professional Resource Centre, and for being a part of our early years community.

We created this guide to assist you with navigating the MyTurn platform to make reserving and borrowing resources easy!

## What's Covered in this Guide

This guide includes instructions with images that detail access and basic functions of the MyTurn software, which houses our resources. It is designed to support your registration, login and reservation process on the ECE Professional Resource Centre platform.

Advanced features and troubleshooting are NOT included in this guide. Please connect with the Resource Centre Team for further support.

## Before You Get Started

### 1. Information Included in This Guide

At the time this guide was created, we used the most up-to-date information available. However, as updates are made to the MyTurn platform and the Strive website, the screenshots included

may look slightly different than what you see in on the website or MyTurn platform. Although the layout may look slightly different, the steps to login and reserve resources generally remain the same.

### 2. MyTurn on Different Devices

The screenshots and instructions included in this guide are mainly from the MyTurn software accessed with a computer. There are differences when using MyTurn on mobile devices.

When possible, we recommend using a computer instead of a mobile device. Some functionalities may be limited on mobile devices.

## Contact Information

The Resource Centre Team is here to support you during operating hours (please see website for current hours).

### BY EMAIL:

resourcecentre@striveswo.ca

### BY PHONE:

519-434-3644 ext. 602.

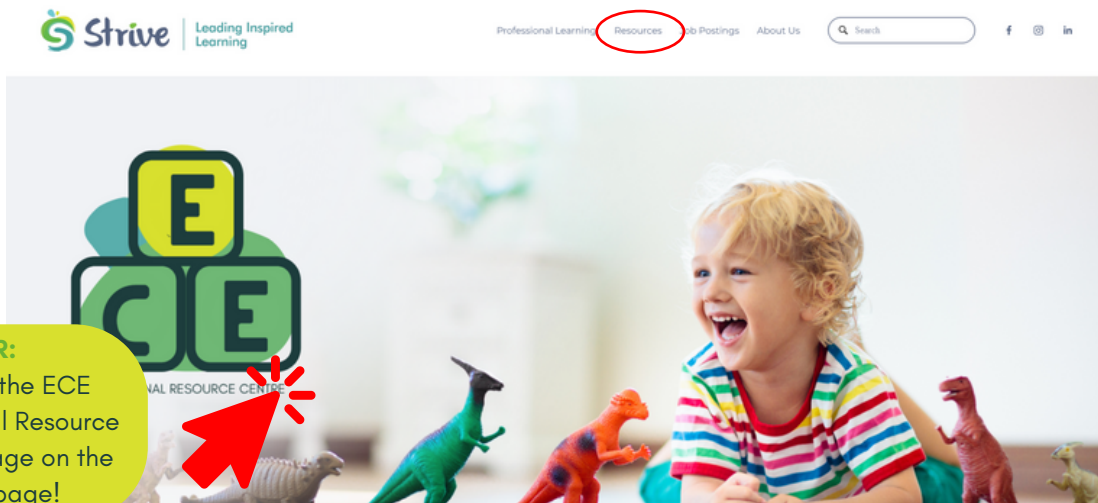
# Part 2 | Getting Set Up

## Accessing the ECE Professional Resource Centre Through the Strive Website

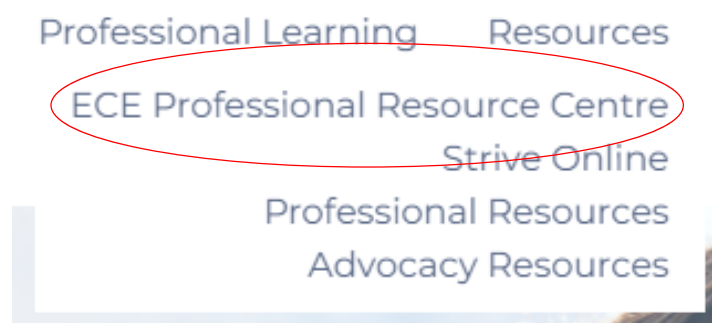
The ability to browse the inventory and your account login can all be found on the Strive website. The URL is: <https://striveswo.ca/strive-ece-resource-centre/>.

To access the ECE Resource Centre page from the home page, follow these steps:

1. Hover over "Resources" in the main menu.



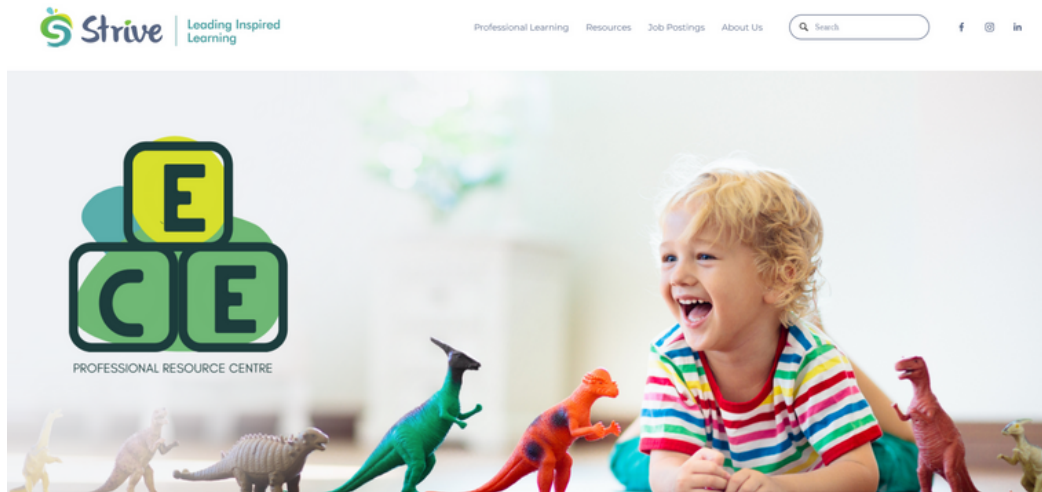
2. When the drop-down menu appears, click on "ECE Professional Resource Centre".



# Part 2 | Getting Set Up

## Accessing MyTurn Through the Strive Website

3. The page should look like this! Scroll down to reach the inventory and login.



Scroll down to reach the inventory. Click "Create Account" to register or click "Login" if you already have an account.

### Resource Library

All Items 701 results

English

Create Account

Login

Search Within...

Per Page 15 View Grid Sort By Relevance

#### Availability

In stock now

#### Category

- Age Group (696)
- Infant (0-18 months) (164)
  - Preschool (2-5 years) (403)
  - School Age (5-13 years) (257)
  - Toddler (18-24 months) (321)
- Ages of Interest (60%)



2-Piece Sequencing

Check Availability



3D Shapes Dominoes

Due 13/09/2022



3 Piece Large Knob Transportation Puzzle

Check Availability



# Part 2 | Getting Set Up

## Registering for an Account

To register for an ECE Professional Resource Centre account through the ECE Professional Resource Centre page on our website, follow these steps:

1. Click on "Create Account" in the top right corner of the Resource Library screen.

### Resource Library

The screenshot shows the Resource Library interface. At the top, it says "All Items 701 results". On the right, there is a language dropdown set to "English", a "Create Account" button circled in red, and a "Log In" link. Below the header, there is a search bar and filters for "Availability" (In stock now) and "Category" (Age Group: Infant, Preschool, School Age, Toddler; Area of Interest). Three items are displayed in a grid: "2-Piece Sequencing" with a "Check Availability" button, "3D Shapes Dominoes" with a "Due 13/09/2022" tag, and "3 Piece Large Knob Transportation Puzzle" with a "Check Availability" button. The interface also shows "Per Page 15", "View Grid", and "Sort By Relevance" options.

2. When the registration screen opens, enter your information then click "Submit".

The screenshot shows the "Sign Up" registration form. It is divided into three main sections: personal details, address, and county selection. The "personal details" section includes fields for First Name, Last Name, Organization, Email, Username, Password, and Re-type Your Password. The "address" section includes fields for Address, City, Country (set to Canada), Province, Postal Code, Phone, and Alt. Phone. The "county" section has radio buttons for London Professional, Middlesex Professional, Elgin Professional, Professionals from Other Counties, London Parent/Caregiver, Middlesex Parent/Caregiver, Elgin Parent/Caregiver, Parent/Caregiver from Other Counties, and Oxford Professional. A "Cancel" button and a "SUBMIT" button circled in red are at the bottom right. Below the form, there are links for "ALREADY HAVE AN ACCOUNT?" and "FORGOT YOUR PASSWORD?". At the bottom right, it says "Powered By" with the "MY TURN" logo.

# Part 2 | Getting Set Up

## Registering for an Account

3. If you have successfully submitted your account information, the membership screen will now open.

At this point, you have the option to upgrade your membership. Strive Online is the default membership type and is available for free. **If you only want access to Resource Centre, you need to select either the "Resource Centre" membership or the "Resource Centre & Strive Online" membership.** The "Resource Centre & Strive Online" membership will give you access to both the physical resources and the digital resources through Strive Online. Your log in will allow access to both if you select this membership type.

The cost for either of these memberships is \$35.00/year. Payments can be processed online with a credit card. If you need to make a payment in cash, you can visit us in person to register for an account.

For more information about the ECE Professional Resource Centre, and to browse the inventory before committing to a membership, **[please visit our website.](#)**

Select Membership

Loans
Reservations
Transactions

<ul style="list-style-type: none"> <li>Personal Info</li> <li>Password</li> <li>Communication</li> <li>Current Membership</li> <li style="background-color: #007bff; color: white;">Membership Options</li> <li>Payment method</li> <li>Agreements</li> </ul>	<div style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">Resource Centre &amp; Strive Online</div> <p>This membership level will allow you to reserve and sign out physical items from the ECE Professional Resource Centre, including resource kits, toys, games, books, and more!</p> <p>In addition, you also have access to Strive Online virtual resources, including recorded live professional learning sessions, live session materials, ECEC professional supports, French-language resources, and more!</p> <p>This membership level is \$35/year.</p> <p>⌚ Duration: 1 year</p> <p>💳 Cost: \$35.00</p> <p><input checked="" type="checkbox"/> Renew Automatically</p> <p style="text-align: center; background-color: #ccc; padding: 5px;">Pay \$35.00</p>	<div style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">Resource Centre</div> <p>This membership level will allow you to reserve and sign out physical items from the ECE Professional Resource Centre, including resource kits, toys, games, books, and more!</p> <p>This membership level is \$35/year. This membership level allows you to reserve and check out physical resources. This membership level DOES NOT allow you to access Strive Online resources.</p> <p>⌚ Duration: 1 year</p> <p>💳 Cost: \$35.00</p> <p><input checked="" type="checkbox"/> Renew Automatically</p> <p style="text-align: center; background-color: #ccc; padding: 5px;">Pay \$35.00</p>	<div style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">Strive Online</div> <p>This membership level allows you to access any Strive Online virtual resources, including recorded live professional learning sessions, live session materials, ECEC professional supports, French-language resources, and more!</p> <p>This membership level is FREE. This membership level DOES NOT allow you to reserve and check out physical resources.</p> <p>⌚ Duration: 1 year</p> <p>💳 Cost: \$0.00</p> <p><input checked="" type="checkbox"/> Renew Automatically</p> <p style="text-align: center; background-color: #333; color: white; padding: 5px;">✓</p>
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# Part 2 | Getting Set Up

## Logging In to Your Account

To access your account from the ECE Professional Resource Centre page on our website, follow these steps:

1. Click on "Log In" in the top right corner of the Resource Library screen.

### Resource Library

The screenshot shows the Resource Library interface. At the top right, there are links for 'English', 'Create Account', and 'Log In'. The 'Log In' link is circled in red. Below the navigation bar, there is a search bar and filters for 'Availability' and 'Category'. The main content area displays three resource cards: '2-Piece Sequencing', '3D Shapes Dominoes', and '3 Piece Large Knob Transportation Puzzle'. Each card has a 'Check Availability' button.

2. When the login screen opens, enter your account information.

The screenshot shows the Sign In form with the following fields and options:

- Sign In** (Title)
- Username or Email Address
- Password
- 
- Remember
- [Forgot Password?](#)
- 
- 

< Enter your username **OR** email address

< Enter your password

< Click **LOGIN**

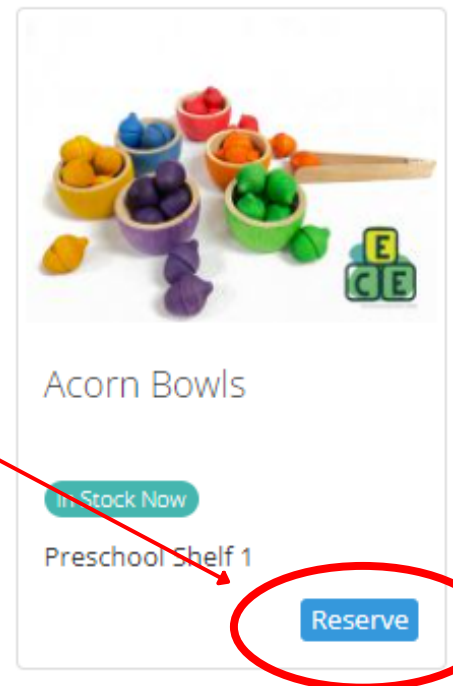
**You cannot reserve resources  
until you are logged in!**

# Part 3 | Borrowing Resources Online

## How To

Now that you are logged in to your account, you can reserve resources to be picked up in person at Childreach. Follow these steps to create a reservation:

1. Browse or search the inventory for the resources you want to check out.
2. Click "Reserve" on a resource.



3. Select the dates for your reservation.

Click on the start and end dates for your reservation. When you're done selecting items, view your cart to confirm and submit your reservation. You can adjust quantities when viewing the cart.

From	To
September 2022 »	September 2022
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
1 2 3	1 2 3
4 5 6 7 8 9 10	4 5 6 7 8 9 10
11 12 13 14 15 16 17	11 12 13 14 15 16 17
18 19 20 21 22 23 24	18 19 20 21 22 23 24
25 26 27 28 29 30	25 26 27 28 29 30

**Dates** September 6–September 9 (3 days)

Cancel

+ Add Items

Cart

4. You can add more resources by clicking "Add Items". If you have selected all of the resources you would like to reserve, select "Cart".

# Part 3 | Borrowing Resources Online

## How To

5. Click on "Check Out" in the cart at the top

### Reservation Cart



Membership type limits check outs to a maximum of 4 items

Dates Sep 6, 2022-Sep 9, 2022

[Change Date\(s\)](#)

#### Pickup Location

Resource Centre  
265 Maitland St  
London, ON, N6B 2Y3  
Canada

Pickup

Name

Location

Requested

Unit Cost

TOTAL Actions



Acorn Bowls

Resource Centre

1

\$0.00 per  
loan

\$0.00

[Remove](#)

Notes or requests about this reservation:

[Save](#)

[Add Items](#)

[Submit Reservation](#)

[Cancel Reservation](#)

6. Adjust quantities of items needed. If too many are requested, the cart will adjust the value to the maximum available during that time period.
7. Leave any notes about the reservation.
8. Click "Save" if you would like to come back to the reservation later. Click "Add Items" if you would like to add more resources to your cart.
9. Click "Submit Reservation". The Resource Centre staff will receive your reservation and confirm it. If they have any questions or concerns, they will connect with you.

You can also browse our inventory **in-person** on the 2nd floor of Childreach during operating hours. Staff can support you in checking resources in and out when you visit!